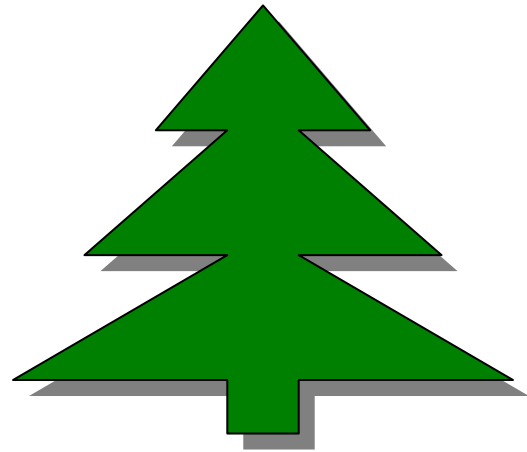


UTILITY ADVISORY BOARD

**Thursday, December 20, 2012
8:00 a.m.**

**Arnie's Restaurant
722 West Leonard
Grand Rapids, MI 49504**



AGENDA

**BREAKFAST WILL
BE SERVED!**

1. Approval of Minutes – November 15, 2012 (attached)
2. Public Comment on Agenda Items
3. Transformation Update
 - a. HVAC Audit at LMFP & Wastewater Facilities (attached)
 - b. Competitive Assessment Report (coming in January)
4. Sewer Use Ordinance Update (attached)
5. Discussion of Budget Ideas for FY2014
6. Contract Awards, November 2012 (attached)
7. Updates:
 - a. Processing Delinquent Accounts (attached)
 - b. Customer Information System
8. 2013 UAB Meeting Schedule (attached)
9. Items from Members
10. Next Meeting – Thursday, January 17 - Where?
11. Adjournment

**Utility Advisory Board
November 15, 2012**

1. Call to Order:

Chair Eric DeLong called the meeting to order at 8:00 a.m. at the City of Grand Rapids Water Administration Office, 1900 Oak Industrial Drive NE.

2. Attendance:

Members Attending:

Haris Alibasic (alternate)
Bill Cousins
Eric DeLong
Brian Donovan
George Haga
Kathie Kuzawa (alternate)
Pam Ritsema
Ed Robinette
Breese Stam (alternate)
Joellen Thompson
Cathy VanderMeulen
Linda Wagenmaker (alternate)
Josh Westgate
Ron Woods

Others in Attendance:

John Allen
Mike DeVries
Denise Homrich
Steve Kepley
Eileen Pierce
Scott Saindon

Members Absent:

Scott Buhner
Mark De Clercq
Wayne Jernberg
Mike Lunn
Chuck Schroeder
Toby VanEss

3. Approval of Minutes:

Motion 12-14 : Bill Cousins, supported by Brian Donovan, moved to approve the minutes of the October 18, 2012, meeting of the Utility Advisory Board as presented. Motion carried.

4. Public Comment:

There was no comment from the public.

5. 2012 Rate Study Review:

Linda Wagenmaker distributed revised information regarding the rate study to replace that included in the meeting materials. She noted that the preliminary rate study book won't be reprinted to include this new and corrected information, but the final book will

have the correct information included. She noted that she will send them a revised copy of everything as soon as possible so they have the correct numbers to provide to their boards, etc., and a link to the correct information will be sent to members. The correction impacts everyone's rates slightly, but there is still a good rate reduction.

Ms. Wagenmaker then reviewed the new materials. The first page is the change in the revenue requirements showing the proposed rate decreases for both water and sewer. The difference in the previous information to this shows up in the Circuit Breaker application line item.

Reductions in operating expenses were one of the major reasons for the decrease in rates. Total change for water is \$1.8 million and sewer \$1.2 million.

The number of meter accounts report run from Cayenta showed us that we had many inactive meters still on the old system. We have now made this adjustment. Page 2 is a graph showing the components of the increase in revenue requirements. Ron Woods asked why we would see this change only this year and not in the future. Eric DeLong indicated that it was a one-time event where we discovered the miscount of meters and made the correction.

Page 3 is the water revenue requirements by community. Page 4 is the sewer revenue requirement by community. Page 5 summarizes some of the community details and notes the amount of Circuit Breaker relief applied. Bill Cousins asked why the sewer numbers seem to be different in the handout than they are in the preliminary rate study. Linda Wagenmaker explained that this is always different because one is just residential and one is the composite amount.

Page 6 is a graph showing the actual decrease in operating expenses for both systems. Eric thanked the departments for their work in keeping these costs down and continually reducing them. Mike Devries asked what the major contributor was to this. Joellen Thompson reported that labor was a large portion, plus equipment and other items they look at each year. Ron Woods questioned O&M going down each year when we have an aging system. Eric DeLong indicated that he challenged the group to reduce their costs and they accepted a goal of 10% cost reductions from the base 2010 costs. They can't cut costs wantonly with no regard for outcomes. They are still held accountable for outcomes. They are just finding ways to produce good outcomes at a lower cost, and we have achieved a reduction in total cost of compensation which is now starting to make a difference.

Page 7 is the detail of the changes in O&M expense. Linda Wagenmaker noted that this schedule did not change from the original package. Scott Saindon reviewed the major components that made up this information. Eric DeLong noted that we still need to keep a close eye on billed flow because it can impact this. Another thing to watch is our pension costs.

Pages 8 – 11 are billed volume worksheets. None of these changed from the original information provided. Page 12 is the new capitalization for both water and sewer. Page 13 is a history of rate changes with an average for the 12 years listed for both water and sewer. Page 14 is a history of the integrated connection fees.

Page 15 is commodity charge as a percentage of revenue requirement. This is a rate analysis for retail communities' information if you are contemplating a change related to the commodity readiness to serve charge. Members should review this and get back to Ms. Wagenmaker if there are questions or if there is anything that they would like to change.

The individual circuit breaker is at \$144,000 for 2013. Other rates and charges that are being revised include integrated connection fees, water and sewer front foot rates, sewer laterals, surcharge rates, and more.

Members need to let Ms. Wagenmaker know if there will be any contributions made this year. Grand Rapids Township notes they will be contributing and will get the exact amount to her. Mike DeVries noted that he would like to meet with Linda Wagenmaker to go over the study in detail for Grand Rapids Township.

6. Procedure for Processing Delinquent Accounts

Eric DeLong reported that we have revised this process as part of the implementation of the Cayenta system. We met with retail communities and explained the new process. Now that we have gone through the process once we have noticed some inconsistencies.

Bill Cousins indicated that when they received the notice from the City, they sent out a notice to their residents. Residents started calling because they called the City and the City told them they have a zero balance and wonder why the Township is billing them. The Township has paid the City so the City now shows that there is no balance. The Township has no information from the City in order to answer questions about why there is an amount due. Mr. Cousins questions when the last time these people had received anything saying they owed from the City; some of the bills seem to be from 2010 or are quite old. Plus, there is one that did pay and now how the refund is being done is an issue. It seems there must be an issue when a property changes owners. There is a company that owed \$25,000 and the Township paid for it. Now the City says they aren't sure it is collectible.

Cathy VanderMeulen indicated that they just sent out letters last week so she doesn't know if they will have issues yet on this in Walker.

Eric DeLong asked if member communities are connected via computer to our system. Joellen Thompson indicated that this was put on hold because there were some difficulties at first with this, but it is in the plans to get this done. Mr. DeLong indicated that the online information was a promised deliverable so we need to set a time to get this done and move forward with it. He asked that they work to get this done in first quarter 2013.

Cathy VanderMeulen said it would be good to have a procedure that they know.

Ron Woods said he hasn't had anyone coming back with issues. The Kentwood Treasurer hasn't heard anything either.

Eric DeLong noted that there is a very complex process for this with infinite variations that we need to take out. We will look very thoroughly at this process and work to improve it before we do this again next year. Cayenta is helping to expose some things that we can do better than we had in the past or that some things didn't transition so well from the old system to the new system.

Bill Cousins noted that the letter went out on October 23 to the Township, and the City still collected some residents' money on October 31. The City told the resident that they would send the money back to her so she could then pay the Township. We shouldn't send the money back to them once it's been paid, it should go directly to the Township if it's owed.

Joellen Thompson noted that we need to have a process for explaining to the customer that they have a lien on their property and where they properly have to pay the balance.

Bill Cousins noted that maybe the communities shouldn't have to pay the City until closer to the time when the County will pay them in May. Eric DeLong indicated that we will look at this more closely. Mike DeVries noted that they have many more to lien this year than prior years. They have made the decision not to pay the City until closer to the time when they will be reimbursed by the County or when more of the residents have come in and paid.

Eric DeLong indicated it needs to be simpler, transparent, easily operated and understood by everyone. He thinks doing it once a year is better than doing it several times during the year because that leads to more variation, but we just need to tighten up the process.

Brian Donovan noted that East Grand Rapids waits until the spring and gives people a month to pay. Then there is a drop dead date for sending these to lien. So if they pay after the drop dead date, it has already gone on the tax roll.

Eric asked for monthly updates to the UAB on process improvement.

7. Contract Awards, October 2012

Eric DeLong referred members to the information in the meeting materials. He also gave a brief update on the progress being made on the Patterson tank. We are on schedule for completion in 2013.

8. Update on CIS

Joellen Thompson indicated that they are rapidly closing in on system acceptance.

9. Consumers Energy Rate Case

Haris Alibasic reported that the Michigan Township Association, the City of Walker and the North Kent Sewer Authority have pledged to participate in the rate case. We committed up to \$15,000, but he thinks it should be less than \$10,000 from us now.

10. Items from Members

Brian Donovan reported that a delegation from LGROW met with MDEQ about getting one permit rather than individual stormwater permits. A subcommittee will be formed to work on this. This will take some time to accomplish, but they plan to continue working with the DEQ on this.

Cathy VanderMeulen also thanked staff for their hard work. She appreciates everything they are doing to keep rates low.

11. Next Meeting:

The next meeting will be held on December 20, 2012, at 8:00 a.m., at Arnies Restaurant on Leonard. Nancy Meyer will set up a breakfast meeting.

12. Adjournment

The meeting was adjourned.

/nlm

ESD Green Block Savings Reinvestment

SUMMARY: The projects below assume Green Energy Block Rebate of \$24,500 for FY13 and the same in FY14 (total of \$49,000). Also, a one time rebate of \$39,846.48 was obtained in FY13 for the Grit Blower Improvements Project.

UPDATE FOR DECEMBER 2012

Through our on-going efforts, the WWTP continues to seek out innovative ways in reducing energy use and maximizing efficiency through new technologies. Below are some of our projects which we have recently embarked upon:

Outdoor Lighting using Advanced Lighting Systems (new project)

Based on the recent success of the re-lamping of the pretreatment building, we have taken a bold leap in demonstrating various technologies and manufacturers on the WWTP grounds. Having mostly sodium-vapor lights (with a few mercury-vapor lamps mixed in), we thought we could be the “test ground” for LED’s and other lighting advancements. Having approx 260 lights, with styles ranging from pedestal mounts, to cobra heads, to wall packs; we pretty much cover every application. This next phase will give us an opportunity to try out the latest lighting technologies in a “real world” scenario, rather than just reading about it in some manufacturer’s literature. This will allow us to track “all-in” costs for re-lamping these fixtures including materials, ballasts, labor and equipment. And, we will experience firsthand what the theoretical lumens and visible spectrum actually look like. In addition, we are working closely with the Street Lighting Dept who have already experimented with a GE brand of high efficiency lighting on their outdoor cobrahead streetlights. While a little more complicated than just swapping out bulbs, we anticipate a valid comparison. If proven successful, it is possible to apply for a one-time rebate for Consumers Energy.

ESD Green Block Savings Reinvestment

	WWTP Outdoor Lighting						
Quantity	Wattage	Cost Each	Total				\$ per kW 0.085
40	70	\$40.58	\$1,623.08	Total Wattage =		2800	
94	100	\$57.97	\$5,448.91			9400	
42	150	\$86.95	\$3,651.93			6300	
1	175	\$101.44	\$101.44			175	
41	200	\$115.93	\$4,753.30			8200	
34	250	\$144.92	\$4,927.20			8500	
8	400	\$231.87	\$1,854.95			3200	
	Yearly Total =		\$22,360.81				
				Total Wattage =		38,575	

Energy Savings Companies (ESCO) – new project

Proposals were recently received and reviewed from 4 different vendors. The task we are about to embark on is officially known as an “Energy Performance Contracting Program”. The purpose of this exercise is to compile a detailed energy audit for both the WWTP and the LMFP. Proposals were received in such a way that a different consultant could be used at each facility, based on the qualifications and experience. Some of the highlights which these firms were instructed to investigate include:

- Locating funding opportunities in the form of government incentives and grants, utility rebate programs, etc.

ESD Green Block Savings Reinvestment

- Providing energy efficiency studies which demonstrate life cycle cost analysis skills, methods and their familiarity with wastewater treatment processes and other municipal projects.
- Providing access to a previously completed energy audit for a similar sized facility which includes detailed energy, engineering and economic calculations.
- Pursue the results of the study through the audit phase, the implementation phase, and the post-Construction Guarantee / Monitoring Phase

Chevron submitted the lowest, responsive bid with a price of \$36,003 for the WWTP and \$22,209 for the LMFP. Honeywell submitted the next lowest responsive bid with a price of \$26,040 for the WWTP and \$27,840 for the LMFP. After discussing the various aspects of each proposal including time to complete, location, personnel experience and previous project complexity, the WWTP chose to go with Chevron and the LMFP chose to go with Honeywell. Pending award, we anticipate the first phase of the audit report will be completed by April, 2013.

Pretreatment Building Lighting (2012 update)



In the existing WWTP Pretreatment Building, there were 28 fixtures in two rooms, totaling 5,350 Watts. The total annual cost for lighting these two rooms was \$3,327. The existing fixtures were left on 24 hours a day, 365 days a year due to the lengthy warm up time for this type of lamp. It is also noteworthy that even with this large quantity of light fixtures, the lighting level in the rooms has consistently been poor. We have also experienced a tremendous amount of lamp failures since these fixtures were installed. In the last 3 years, there have been 52 lamps replaced.

ESD Green Block Savings Reinvestment



We have replaced all 28 of these fixtures with a total of 10 LED type fixtures at an initial cost of \$12,817.60, using our own work force labor to install them. The advantages of these proposed fixtures will be better lighting and lower operating costs. Not only will they use less electricity when lit, they can be turned off when the building is unoccupied due to their “instant on” capability. The operating cost for the proposed fixtures, if they are on 4 hours per day, would be \$155.49 per year for an annual savings of \$3,171.51. We also received a rebate from Consumers Energy of \$1,359. Including the energy savings, we are anticipating a payback time of 3.61 years on our investment.

Grit Blower & North Secondary Rebates (2012 Update)

These energy saving projects have been completed this past year. The existing Grit Blowers were 150 hp and were replaced with high efficiency/ improved technology 40 hp blowers. Using such a drastic decrease in electricity qualified us for a rebate from Consumers Energy. On Nov 13, a check in the amount of \$39,846.48 was presented to us. The all-in cost for the Blower project amounted to \$211,000 . At this rate, the payback in energy savings is just slightly under 3 years.

In the North Secondary, excess heat from the North Blower Building is being ducted to the North Secondary control building to reduce heating costs and has been approved for ~\$700,000 in debt forgiveness through the State Revolving Fund. All the piping has been installed and the system is operational. This winter will be the first full “heating season” where we will be able to monitor the tangible savings.

MEMORANDUM

CITY OF GRAND RAPIDS

Date: December 12, 2012

To: Utility Advisory Board

From: Mike Lunn, Environmental Services Department Manager

Subject: 2012 Sewer Ordinance Update

On November 28, 2012 the State of Michigan, Department of Environmental Quality (DEQ) provided tentative approval of the Sewer Use Ordinance with some minor modifications. Those modifications have been made and final approval is pending. Following the approval a joint public notice is required with the DEQ, after that the ordinance can be adopted.

The proposed ordinance language additions/changes are in response to current and foreseen National Pollution Discharge Elimination System (NPDES) permit requirements, State of Michigan rules, updated sewer rates and surcharge fees. Language changes are also proposed to address emerging requests for cooling tower sewer meters and grease trap additives that may potentially affect the POTW. Administrative fees for creating and monitoring discharge authorizations as well as a new non domestic user survey system collaboration with the water business office to ensure Industrial Pretreatment compliance with Federal requirements.

Tetra Tech has completed a Maximum Allowable Headworks Loading (MAHL) survey and the survey has been approved by the Michigan Department of Environmental Quality (MDEQ) which allows for an increase in MAHL. The work performed at the plant allowed the Sewer System to maximize the current infrastructure to accommodate additional loadings. For compatible pollutants the change is as follows (Article 3, Sec 2.67.3.a):

	BOD₅ (5-Day Biochemical Oxygen Demand)	TSS (Total Suspended Solids)	TP (Total Phosphorus)	NH₃ (Ammonia)
Current (lbs/day)	98,300	139,500	6,990	-
Proposed (lbs/day)	160,800	141,300	6,990	15,100

A loading analysis was also performed for toxics with no changes to the current loadings. These will be submitted MDEQ when the new NPDES Permit goes into effect as the approval process requires an extended review period (years).

Work continues on modifying all the current industrial discharge permits to a mass limit (lbs/day) instead of concentration (mg/l) for all compatible pollutants (BOD, Solids, Ammonia and Phosphorus) and a thickening project is underway to reduce the BOD loading on the secondary treatment process. This may allow additional BOD loading on the headworks in the future, when needed.

Memorandum

Date: December 12, 2012

Subject: 2012 Sewer Ordinance Update

There are two other significant changes to the ordinance.

1. Roof drain language has been added which is consistent with the Footing Drain Language. Currently there are few locations where there are roof drains tied in (the permit states they must be removed) but the owners claim cost and hardship for removing them. The proposed language allows a charge for the rain water entering the system to cover the costs of treatment and liability. The roof area times annual average rainfall times the sewer volume rate divided by 12 added to the monthly bills plus the associated costs. This will allow owners of connected roof drains to fully fund their usage of the system in full.

Article 10, Sec. 2.109.5 - "Roof drains not disconnected shall be subject to the same monthly charge as footing drains except the Dry Weather Flow (DWF) and Wet Weather Flows (WWF) shall be calculated on individual basis. The calculation shall be the roof area in sq.ft. times the normal rainfall (3.2 ft) times 7.48 gals /cu.ft. to determine gal/year."

2. Monitor amalgam separators in dentists, oral surgeon and similar offices. This has been reviewed informally with the local A.D.A. This is required due the draft NPDES Permit and dental regulation of Public Act 503 of 2008 which is schedule to go into effect January 1, 2014.

Article 6, Sec 2.66.2.q "Dental facilities shall comply with Public Act 503 of 2008, MCL 333.16631, as promulgated by the State of Michigan Legislature and all Best Management Practices promulgated by the Michigan Department of Community Health in conjunction with the Michigan Department of Environmental Quality."

There are several housekeeping items that all should be aware of:

- Medical waste language (to mirror Part 138 of the Michigan Public Health Code) modifications. The language in the current ordinance currently prohibits all medical waste. Michigan Health Department regulates this waste and it is being discharged by many facilities. (Article 6, Sec 2.66.2.v)
 - Administrative fee for discharge authorizations as there no fee specified in current ordinance.
 - Cooling tower language due to customer requests for sewer meters to address the several requests made by customers and the language will allow reduced costs due to evaporation.
 - Language has been added to limit or deny use of enzymes or emulsifiers in grease traps or interceptors. There has been an increase in products which claim to eliminate grease and this language is required to keep the grease and by-products out of the sewers. (Article 6, Sec 2.66.2.x)
 - Changes reference from the DNRE to MDEQ as they have been renamed.
 - Non-domestic user survey tied to water service cuton/cutoff procedures. The permit requires a periodic survey of all commercial / industrial accounts. This incentive is needed to ensure that all commercial / industrial complete survey. (Article 4, Sec 2.68.1)
 - Business days definition is not clear and the new language addresses
-

Memorandum**Date: December 12, 2012****Subject: 2012 Sewer Ordinance Update**

- BTEX (gasoline) added to local limit list (if checked as local limit as MTBE).
- Flow proportional sampling requirements to mirror federal language. This update is required due to changes in federal requirements.
- Append the primary measuring device location language. This related to flow proportional sampling requirements and needed due the experience to date with customers.

There are other minor changes proposed throughout the ordinance that improve the clarity of the ordinance or an updated test method. The other changes are not substantial maybe reviewed in the proposed ordinance, old and new language is on the attachment.

In summary, the proposed ordinance language additions/changes are in response to current NPDES permit requirements, State of Michigan rules, updated sewer rates and surcharge fees. Language changes are also proposed to address emerging requests from our customer community. Administrative fees for creating and monitoring discharge authorizations as well as a new non domestic user survey system collaboration with the water business office to ensure Industrial Pretreatment compliance with Federal requirements.

Attachments: City of Grand Rapids, Sewer Ordinance Modifications

Chapter 27 – City Sewage Disposal System, Sec. 2.62 Definitions, (16) & (17) & (37)

Old: definition (16) did not exist.

New: (16) *Cross-Media Electronic Reporting Regulation (CROMMERR)* – An Environmental Protection Agency approved system allowing states, tribes, and local governments that receive or plan to begin receiving electronic documents in lieu of paper documents to satisfy regulations under an authorized program.

Old: (17) *Discharge Authorization* – Written authorization provided by the City Manager specifying the conditions for discharge of a one time or short term duration discharge, or other discharges not meeting the definition of Significant Industrial User .

New: (17) *Discharge Authorization* – Written authorization provided by the City Manager specifying the conditions for discharge of a one time or short term duration discharge, or other discharges not meeting the definition of Significant Industrial User “including, but not limited to, cooling tower water and silver recovery unit discharges.”

Old: (37) *Pass Through* —A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the POTW's NPDES permit (including an increase of the magnitude of duration of a violation).

New: (37) *Pass Through* —A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the POTW's NPDES permit (including an increase of the magnitude **or** duration of a violation).

Article 3, Regulations, Section 2.66 General Discharge Conditions and Prohibitions, (1), (b)

Old: A grease interceptor, with a maintenance cleaning schedule appropriate for its intended use shall be required to receive the drainage from fixtures and equipment having grease-laden waste, located in food preparation areas such as in restaurants, commercial kitchens, bars, clubs or similar facilities. The grease interceptor shall not be less than a three (3) compartment, one thousand (1000) gallon system, or equivalent, unless the City Manager approves an alternative system. Grease interceptors shall be cleaned and maintained in accordance with BMP. At no time shall the level of grease and sludge in any compartment of the trap be greater than twenty-five percent (25%) of the tank liquid level. Proof of maintenance and cleaning shall be available for review upon request.

New: A grease interceptor, with a maintenance cleaning schedule appropriate for its intended use shall be required to receive the drainage from fixtures and equipment having grease-laden waste, located in food preparation areas such as in restaurants, commercial kitchens, bars, clubs or similar facilities. The grease interceptor shall not be less than a three (3) compartment, one thousand (1000) gallon system, or equivalent, unless the City Manager approves an alternative system. **Food waste grinders shall not discharge to the building drainage system through the grease interceptor, unless the interceptor is appropriately sized to handle the solids loading and**

City of Grand Rapids, Sewer Ordinance Modifications
December 12, 2012

approved by the plumbing code. Grease interceptors shall be cleaned and maintained in accordance with BMP. At no time shall the level of grease and sludge in any compartment of the trap be greater than twenty-five percent (25%) of the tank liquid level. Proof of maintenance and cleaning shall be available for review upon request.

Article 3, Regulations, Section 2.66 General Discharge Conditions and Prohibitions, (2), (q)

Old: (q) Any detectable level of mercury using EPA Method 245.1 or 245.2 with a detection limit not to exceed 0.2 ug/l unless the User can demonstrate that matrix interference prevents the attainment of this level. Mercury sampling procedures, preservation and handling, and analytical protocol for compliance monitoring shall be in accordance with U.S. EPA method 245.1 or 245.2. In the event that mercury is detected, the User shall develop and implement a mercury elimination plan including elements deemed necessary by the City Manager to progress toward the goal of no detectable discharge of mercury. For Users whose operation and discharge characteristics are substantially similar a group mercury elimination plan may be acceptable.

New: (q) Any detectable level of mercury using EPA Method 245.1 or 245.2 with a detection limit not to exceed 0.2 ug/l unless the User can demonstrate that matrix interference prevents the attainment of this level. Mercury sampling procedures, preservation and handling, and analytical protocol for compliance monitoring shall be in accordance with U.S. EPA method 245.1 or 245.2. In the event that mercury is detected, the User shall develop and implement a mercury elimination plan including elements deemed necessary by the City Manager to progress toward the goal of no detectable discharge of mercury. For Users whose operation and discharge characteristics are substantially similar a group mercury elimination plan may be acceptable. **“Dental facilities shall comply with Public Act 503 of 2008, MCL 333.16631, and all Best Management Practices promulgated by the Michigan Department of Community Health in conjunction with the Michigan Department of Environmental Quality.”**

Article 3, Regulations, Section 2.66 General Discharge Conditions and Prohibitions, (2), (v)

Old: Medical Wastes, except as specifically authorized by the City Manager in an individual wastewater discharge permit.

New: Medical Wastes, except as specifically authorized **“according to Part 138, Medical Waste Regulatory Act of the Michigan Public Health Code 1978 PA 368, as amended.”**

Article 3, Regulations, Section 2.66 General Discharge Conditions and Prohibitions, (2), (x)

Old: *This section did not exist previously.*

New: **“Bacteriological, chemical or enzymatic products shall not be added to facility discharge or be used to maintain or clean grease interceptors or grease traps, unless approved by the City Manager.**

City of Grand Rapids, Sewer Ordinance Modifications
December 12, 2012

Article 3, Regulations, Section 2.67 Limitations on Wastewater Strength, (3), (a), (b)

Old:

MAXIMUM ALLOWABLE HEADWORKS LOADINGS	
MATERIALS	LOADING (pounds/day)
BOD	98,300
TSS	139,500
Total Phosphorus	6,990

New:

Table 1. MAXIMUM ALLOWABLE HEADWORKS LOADINGS	
MATERIALS	LOADING (pounds/day)
Biochemical Oxygen Demand (BOD)	160,800
Total Suspended Solids (TSS)	141,300
Total Phosphorus (TP)	6,990
Ammonia Nitrogen (NH ₃ -N)	15,100

Table 2

LOCAL LIMITS City of Grand Rapids Sewer Ordinance Modifications		
Inorganic	Daily December 12, 2012 Maximum (mg/L)	Monthly Average (mg/L)
Total Arsenic	1.46	NA
Total Cadmium	0.817	NA
Total Chromium	4.0	NA
Hexavalent Chromium	0.72	NA
Total Copper	1.5	NA
Total Cyanide	1.0	NA
Total Lead	1.5	NA
Total Mercury	ND ¹	NA
Total Molybdenum	3.4	NA
Total Nickel	1.5	1.1
Total Selenium	2.3	1.67
Total Silver	620 ²	NA
Total Zinc	2.6	2.0

Organic	Daily Maximum (mg/L)	Monthly Average (mg/L)
Total Phenols	3.26	NA
Polychlorinated Biphenyls	ND ³	NA
Tetrachloroethylene	0.25	NA
Trichloroethylene	0.16	NA
MTBE	0.02	NA

City of Grand Rapids, Sewer Ordinance Modifications
December 12, 2012

Old: Local Limits, Monthly Average (mg/L), Total Arsenic _____

New: Local Limits, Monthly Average (mg/L), Total Arsenic, "NA"

Old:

- (a) Supplementary limits were established in accordance with EPA guidance and DNRE approval criteria. Specific permit limits for BOD, Suspended Solids, and Total Phosphorous are specified by individual discharge permits and were derived from the industrial allocable portion of the MAHLs as shown below.
- (b) Also shown is a list of technically based local limits derived from the industrial allocable portion of the compatible pollutant MAHLs as limits for toxic pollutants. For Users subject to Categorical Pretreatment Standards, which include the following parameters, the following limits, if more restrictive, shall apply, both to the categorically regulated process flow as well as any other flows not specifically regulated by Categorical Pretreatment Standards. For all other dischargers these limits shall apply to the total flow from each connection to the POTW, except silver which is a process discharge limit as noted. All measurements to determine compliance with these limits shall be performed in accordance with EPA approved methods found in 40 CFR 136. The monthly average shall be the average of all samples analyzed by EPA approved methods during a calendar month.

New:

- (a) Supplementary limits were established in accordance with EPA guidance and the Michigan Department of Environmental Quality (MDEQ) approval criteria. Specific permit limits for BOD, **Total** Suspended Solids, Total Phosphorus, and **Ammonia as NH₃-N**, are specified by individual discharge permits and were derived from the industrial allocable portion of the MAHLs listed in **Table 1**.
- (b) **Table 2 contains** a list of technically based local limits derived from the industrial allocable portion of the **non-compatible** pollutant MAHLs limits for toxic pollutants. For Users subject to Categorical Pretreatment Standards, which include the following parameters, the following limits, if more restrictive, shall apply, both to the categorically regulated process flow as well as any other flows not specifically regulated by Categorical Pretreatment Standards. For all other dischargers these limits shall apply to the total flow from each connection to the POTW, except silver which is a process discharge limit as noted. All measurements to determine compliance with these limits shall be performed in accordance with EPA approved methods found in 40 CFR 136. The monthly average shall be the average of all samples analyzed by EPA approved methods during a calendar month.

City of Grand Rapids, Sewer Ordinance Modifications
December 12, 2012

Old: (2) Process discharge limit for photo processors at end of silver recovery unit.

New: “(2) Process discharge limit for photo processors and x-ray machines sampled from discharge of silver recovery unit. The analysis of these sample matrixes, photo processing and x-ray machine wastes for silver shall be performed on an unpreserved and undigested sample or an alternative preservation and analytical method that does not interfere with the measurement of silver.”

Article 4, Discharge Permits, Sec. 2.68 Permit Application, (1)

Old: All new non-domestic Users connecting to, or discharging to, the POTW, and all existing non-domestic Users connected to, or discharging to, the POTW, shall complete a Wastewater Discharge Survey to establish whether a non-domestic User should be classified as a Significant Industrial User or require a Discharge Authorization as defined in Section 2.62 and require a discharge permit. If, upon review, the City Manager determines a permit may be required, the non-domestic User shall file a permit application which may include, but not be limited to, the following information:

New: All new non-domestic Users connecting to, or discharging to, the POTW, and all existing non-domestic Users connected to, or discharging to, the POTW, shall complete a Wastewater Discharge Survey to establish whether a non-domestic User should be classified as a Significant Industrial User or require a Discharge Authorization as defined in Section 2.62 and require a discharge permit. “**New Water service will not be initiated until a complete survey is submitted. In the case of a transfer account, water service will be disconnected if a complete survey is not submitted within 10 days of the transfer.**” If, upon review, the City Manager determines a permit may be required, the non-domestic User shall file a permit application which may include, but not be limited to, the following information:

Article 4, Discharge Permits, Sec. 2.68 Permit Application, (1)(i)(3)

Old: Not later than ten (10) days following each milestone date in the schedule and the final date for compliance, the discharger shall submit a progress report to the City Manager, including a statement as to whether or not they complied with the increment of progress represented by that milestone date and, if not, the date on which they expect to comply with this increment of progress, the reason for delay and the steps being taken by the discharger to return the construction to the approved schedule.

New: Not later than **fourteen (14)** days following each milestone date in the schedule and the final date for compliance, the discharger shall submit a progress report to the City Manager, including a statement as to whether or not they complied with the increment of progress represented by that milestone date and, if not, the date on which they expect to comply with this increment of progress, the reason for delay and the steps being taken by the discharger to return the construction to the approved schedule.

Article 4, Discharge Permits, Sec. 2.69 Permit Application

Old: The non-domestic User who is not required to obtain a permit is still required to re-apply prior to a significant change in discharge from that shown in the original permit application or survey.

New: All Industrial Users shall promptly notify the Control Authority (and the POTW if the POTW is not the Control Authority) in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the Industrial User has submitted initial notification under 40 CRF 403.12(p) and Chapter 27, Sec. 2.75(4) of the City of Grand Rapids Code.

Article 4, Discharge Permits, Sec. 2.76 Periodic Compliance Reports, (2)

Old: Reports of permittees shall contain all results of sampling and analysis of the discharge, including the flow, nature, concentration, production and/or mass, where required by the City Manager. If approved through a CROMERR compliant system reports required in discharge permits will be accepted in an electronically submitted format.

New: Reports of permittees shall contain all results of sampling and analysis of the discharge, including the flow, nature, concentration, production and/or mass, where required by the City Manager. Reports required in discharge permits will be accepted in an electronically submitted format only through an Environmental Protection Agency (EPA) approved Cross Media Electronic Reporting Regulation (CROMERR) system compliant with the Code of Federal Regulations Title 40 Part 3. CROMERR is an EPA approved system allowing states, tribes, and local governments that receives or plans to begin receiving electronic documents in lieu of paper documents to satisfy regulations under an authorized program.

Article 4, Discharge Permits, Sec. 2.78 Monitoring Facilities (1)

Old: When deemed necessary by the City Manager, each discharger shall provide and operate, at the discharger's own expense, a monitoring facility to allow inspection, representative sampling and flow measurement of each discharge to the POTW. Sampling requirement shall be flow proportional unless time proportional sampling can be demonstrated by the IU to provide a representative sample. Each monitoring facility shall be situated on the discharger's premises, except where such a location would be impractical or cause undue hardship on the discharger, the City Manager may concur with the facility being constructed in the public right-of-way providing that the facility is located so that it will not be obstructed by landscaping or parked vehicles. Upon appropriate notice by the City Manager for monitoring facilities, a compliance schedule may be issued as a permit condition.

New: When deemed necessary by the City Manager, each discharger shall provide and operate, at the discharger's own expense, a monitoring facility to allow inspection, representative sampling and flow measurement of each discharge to the POTW. Sampling requirement shall be flow proportional unless time proportional “composite sampling is authorized by the Control Authority.” Each monitoring facility shall be situated on the discharger's premises, except where such a location would be impractical or

City of Grand Rapids, Sewer Ordinance Modifications
December 12, 2012

cause undue hardship on the discharger, the City Manager may concur with the facility being constructed in the public right-of-way providing that the facility is located so that it will not be obstructed by landscaping or parked vehicles. Upon appropriate notice by the City Manager for monitoring facilities, a compliance schedule may be issued as a permit condition.

Article 4, Discharge Permits, Sec. 2.79 (2)

Old: Where a discharger has mass based limits as allowed by Federal Categorical Pretreatment Standards on a production basis, the production data necessary to determine compliance must also be available to the public. Where application of the combined waste stream formula is necessary to apply Federal Categorical Pretreatment Standards to a discharger, the flow measurements and other data used in the calculation must be available to the public.

New: Where a discharger has mass based limits as allowed by Federal Categorical Pretreatment Standards on a production basis, the production data necessary to determine compliance **shall** also be available to the public. Where application of the combined waste stream formula is necessary to apply Federal Categorical Pretreatment Standards to a discharger, the flow measurements and other data used in the calculation **shall** be available to the public.

Article 4, Discharge Permits, Sec. 2.83 Emergency Suspension of Service and Discharge Permits

Old: The City Manager may for good cause shown, suspend the sewage disposal system service and/or the Discharge Permit of a discharger when it appears that an actual or impending discharge presents or threatens an imminent or substantial danger to the health or welfare of persons or the environment, interferes with the operation of the POTW, violates any pretreatment limits or conditions imposed by this Chapter or any Discharge Permit issued pursuant to this Chapter. Any discharger notified of the suspension of sewage disposal system service and/or the discharger's Discharge Permit shall, within a reasonable period of time, as determined by the City manager, cease all discharges. In the event of failure of the discharger to comply voluntarily with the suspension order within the specified time, the City Manager may take whatever steps are deemed necessary to eliminate the discharge, including cessation of City water service and/or shall commence judicial proceedings for injunctive relief immediately thereafter to compel the discharger's compliance with such order. The City Manager may reinstate the Discharge Permit and/or sewage disposal system service and terminate judicial proceeding upon presentation of proof by the discharger of the elimination of the non-complying discharge or conditions creating the threat of imminent or substantial danger as set forth above.

New: The City Manager may for good cause shown, suspend the sewage disposal system service and/or the Discharge Permit of a discharger when it appears that an actual or impending discharge presents or threatens an imminent or substantial danger to the health or welfare of persons or the environment, interferes with the operation of the POTW, violates any pretreatment limits or conditions imposed by this Chapter or any Discharge Permit issued pursuant to this Chapter. Any discharger notified of the suspension of sewage disposal system service and/or the discharger's Discharge Permit **“shall cease all discharges immediately upon notification or as directed by the City Manager.”** In the event of failure of

City of Grand Rapids, Sewer Ordinance Modifications
December 12, 2012

the discharger to comply voluntarily with the suspension order within the specified time, the City Manager may take whatever steps are deemed necessary to eliminate the discharge, including cessation of City water service and/or shall commence judicial proceedings for injunctive relief immediately thereafter to compel the discharger's compliance with such order. The City Manager may reinstate the Discharge Permit and/or sewage disposal system service and terminate judicial proceeding upon presentation of proof by the discharger of the elimination of the non-complying discharge or conditions creating the threat of imminent or substantial danger as set forth above.

Article 4, Discharge Permits, Sec. 2.84 (1)

Old:

(1)Cease and Desist Order. A cease and desist order directs the non-complying User to cease illegal or unauthorized discharges immediately or to terminate its discharge altogether. Any person who uses, applied for use and/or is connected to the P01W under this Chapter shall be deemed to have consented to inspection pursuant to this Section, including entrance upon that person's property by the City Manager to take such steps as are necessary to eliminate the discharge should the discharger fail to comply with such order. Such order shall be final and in *effect until* a hearing, if requested by the User, is conducted and a final decision is made by the City Manager. A written request for such hearing shall be made within ten (10) calendar days after receiving the order.

New:

(1)Cease and Desist Order. A cease and desist order directs the non-complying User to cease illegal or unauthorized discharges immediately or to terminate its discharge altogether. Any person who uses, applied for use and/or is connected to the POTW under this Chapter shall be deemed to have consented to inspection pursuant to this Section, including entrance upon that person's property by the City Manager to take such steps as are necessary to eliminate the discharge should the discharger fail to comply with such order. Such order shall be final and in *effect until* a hearing, if requested by the User, is conducted and a final decision is made by the City Manager. A written request for such hearing shall be made within ten (10) calendar days after receiving the order.

Article 10, Rates and Charges, Sec. 2.100, Applicability (2)

Old: A surcharge shall also be imposed on those Users who exceed normal BOD, TSS, concentrations established as provided herein.

New: A surcharge shall also be imposed on those Users who exceed normal BOD, TSS, phosphorus and ammonia concentrations established as provided herein.

Article 10, Rates and Charges, Sec. 2.102 2010 Surcharges, Permit, and Discharge Authorization Fees

City of Grand Rapids, Sewer Ordinance Modifications
December 12, 2012

Old: 2010 Surcharges and Permit Fees

New: 2012 Surcharges **“and Discharge Authorization Fees”**

Article 10, Rates and Charges, Sec. 2.102 2010 Surcharges, Permit, and Discharge Authorization Fees (2)

Old: The fee for a Discharge Permit as provided for in Section 2.70 of this Chapter whether they are located within a retail service area or a bulk service area shall be four hundred (400) dollars per year and an analytical fee based on Section 2.102(3).

New: The fee for a Discharge Permit **“or Discharge Authorization”** as provided for in Section 2.70 of this Chapter whether they are located within a retail service area or a bulk service area shall be four hundred (400) dollars per year and an analytical fee based on Section 2.102(3).

Article 10, Rates and Charges, Sec. 2.105 Effective Date

Old: The rates and charges set forth in Section 2.95, 2.101, and 2.102 shall be effective on January 1, 2010. The rates and charges are subject to annual review.

New: The rates and charges set forth in Section 2.95, 2.101, and 2.102 shall be effective on **“January 1, 2012”**. The rates and charges are subject to annual review.

Article 10, Rates and Charges, Sec. 2.107 Billing Practice (1)

Old: *This section has been deleted and replaced with below.*

New: **“The current Water System Rules and Regulations shall be utilized for billing practices.”**

Article 11, Rates and Charges, Sec. 2.109 Sewer Laterals and Appurtenances (5)

Old: Roof drains shall not be connected to the System. The City Manager shall order the immediate disconnection of all such connections. The owner of the premises shall be responsible for any and all costs associated with these disconnections and all costs including, but not limited to, legal and inspection service required to enforce provisions of this Chapter. Each day the owner fails to comply with such order shall constitute a separate violation of this Section.

New: Roof drains shall not be connected to the System. The City Manager shall order the immediate disconnection of all such connections. The owner of the premises shall be responsible for any and all costs associated with these disconnections and all costs including, but not limited to, legal and

City of Grand Rapids, Sewer Ordinance Modifications
December 12, 2012

inspection service required to enforce provisions of this Chapter. Each day the owner fails to comply with such order shall constitute a separate violation of this Section. "Roof drains not disconnected shall be subject to the same monthly charge as footing drains except the Dry Weather Flow (DWF) and Wet Weather Flows (WWF) shall be calculated on an individual basis. The calculation shall be the roof area in square feet multiplied by the normal rainfall (3.2 ft.) multiplied by 7.48 gals/cu ft to determine the gallons per year."

Article 11, Rates and Charges, Sec. 2.111 Sewer Connections, (5)

Old: Wastewater metering facilities may be installed by a User or as required by the City Manager to measure sewage discharge from the User's premises to the sanitary sewer. All such arrangements shall be made subject to acceptance by the City Manager and the expense thereof, including the installation, maintenance and operation, shall be borne by the User. Plans and specifications for the installation of any wastewater meter must be submitted to the City before actual installation begins. Such metering facilities shall meet the following criteria:

New: Wastewater metering facilities may be installed by a User or as required by the City Manager to measure sewage discharge from the User's premises to the sanitary sewer. All such arrangements shall be made subject to acceptance by the City Manager and the expense thereof, including the installation, maintenance and operation, shall be borne by the User. Plans and specifications for the installation of any wastewater meter must be "sealed by a Michigan licensed professional engineer" and submitted to the City before actual installation begins. Such metering facilities shall meet the following criteria:

Article 11, Rates and Charges, Sec. 2.111 Sewer Connections, (5) (b)

Old: A plan location map, which accurately shows where the primary measuring device and meter are located, shall be submitted as part of the drawings.

New: A plan location map, which accurately shows where the primary measuring device, "flow meter and flow meter totalizer are located in relation to the facility building", shall be submitted as part of the drawings.

Article 11, Rates and Charges, Sec. 2.111 Sewer Connections, (5) (c)

Old: Meter reading provisions shall be convenient or any existing water meter reading location.

New: Meter reading provisions shall be convenient "meter installation sites or" any existing water meter reading location.

**Water Sewer UAB Report
November 2012**

Project Name	Contractor	Award Date	Substantial Completion Date	Final Completion Date	Water Fund Authorized NTE Amt	Sewer Fund Authorized NTE Amt	Est. Year for Rates	Integrated (Y/N)
Concrete Restoration at the Lake Michigan Filtration Plant – Phase 7 & 8 (DWRF Project Number 7381-01)	Modern Fire & Security Systems Inc. dba MFSS Contracting Inc.	10/23/12	4/15/13	4/30/13	\$ 50,450.00	\$ -	2014	Integrated

City of Grand Rapids
Lien Process
(Water Utility Add-to-Tax Delinquencies)

December 20, 2012

Background

Lien is a process to collect delinquent charges for services furnished by the Grand Rapids Water System as provided for in the Revenue Bond Act of 1933¹. The Water System reserves the right to collect unpaid charges up to 3 years as allowed through Michigan's Act 178 of 1939: Municipal Water Liens²:

The lien process in legacy through 2010 was handled with a significant amount of manual processing. In Cayenta Utilities (CU), it is configured to be automated, although the 2011 and 2012 add-to-tax liens required manual processing due to configuration not being complete at the time the lien process started.

Outcomes

Moving forward, there are benefits to be gained from the process in CU. Outcomes of the lien process include and are not limited to:

- Improved efficiency of the process using technology
- Reduce customer confusion of the lien process
- Reduction of refund checks
- Improved accounts receivable aging
- Fewer liens processed
- Less burden on customer communities

Future Lien Process

Future processing of liens will occur as follows:

- Accounts are subject to an ongoing review for lien eligibility with CU generation of lien letters at 203 days past the due date. It is anticipated this process will smooth the work flow and decrease the number of liens processed at year-end. All lien letters will be processed through the Water System (no need for customer communities to generate letters).
- Early October
 - Customer communities receive a report of potential lien accounts.

- Customer communities pay Grand Rapids Water Department upon receipt of the Customer Community Delinquent Add-to-Tax List (formerly referred to as the “October” report) according to Section 13 of the Water and Sanitary Sewer Service Agreement³.
- Customer communities collect the delinquent amounts through their own community’s ordinance.
- Each customer community adds their eligible accounts to the tax roll on November 30.
- Accounts that remain unpaid are subject to County foreclosure.
- November Processing
 - Early November: process reviewed liens, change the account balance to zero and add the eligible amount to the lien tables in Cayenta.
 - Mid-November: Complete processing and provide the file to the Treasury Department (City of Grand Rapids only).
 - Mid-November to November 30: payments on lien accounts are made at the treasurer’s office, or on-line.
 - November 30: A second lien extract showing remaining accounts that had not paid in November is generated. This is the last day a customer may pay before the lien amount is added to the customer tax bill.

Summary

The continuous cycle of lien on delinquent amounts will continue throughout the year. The most notable changes in the process include:

- No lien letters required by customer communities.
- Liens on active as well as finaled accounts
- Only one notification of lien will be mailed.

MEETING NOTICE



CITY OF GRAND RAPIDS

Utility Advisory Board

2013 Meeting Schedule

The Utility Advisory Board meets on the third Thursday of each month beginning at 8:00 a.m. Meetings rotate among the City and partner communities.

The Utility Advisory Board will meet on the following dates in 2013:

January 17	July 18
February 21	August 15
March 21	September 19
April 18	October 17
May 16	November 21
June 20	December 19